



Science Pilot Return of Materials Packet

DO NOT RETURN Spring 2007 assessment
materials with Science Pilot materials.



Directions: Preparing MI-Access Science Pilot Materials for Shipment

(Refer to the MI-Access Science Pilot Coordinator and Assessment Administrator Manual for full instructions.)

- 1 PLEASE RETURN **ALL** SCIENCE PILOT ASSESSMENT BOOKLETS, STUDENT SCAN DOCUMENTS, PICTURE CARDS, AND ID SHEETS. (See checklist inside this envelope.)
- 2 DO NOT RETURN the MI-Access Science Pilot Coordinator and Assessment Administrator Manuals.
- 3 Collect ALL assessment booklets and picture cards (used and unused) from all schools. Also, collect any UNUSED (blank) student scan documents and ID sheets. The TOTAL number of barcoded assessment booklets, student scan documents, and ID sheets returned (used and unused) MUST equal the total number received. Place the booklets, picture cards, unused student scan documents, and unused ID sheets in the bottom of the box or boxes in which they were received. On the top of this pile, place the green divider sheet.
- 4 Assemble the Teacher Return Envelopes from each school. Place the corresponding School Identification Sheet on top of the envelopes and secure them together using the paper strips provided. (**Do not use paper clips, staples, rubber bands, or adhesives of any kind, as they will interfere with the processing technology.**) Place bound materials in the box.
- 5 Assemble all completed and signed Security Compliance Forms and secure them together with a paper strip. Place them on top of materials in the first ("1 of X") box.
- 6 Complete the District Identification Sheet. Make a photocopy of the sheet to keep in your files.
- 7 Place the original District Identification Sheet—as well as any District Continuation Sheets if applicable—on top of the materials in the box. If you have more than one box, make sure this sheet is in the first ("1 of X") box.
- 8 Fill any open space at the top of the box with paper packing or bubblewrap (not foam) so the box does not collapse.
- 9 Seal the box or boxes with packing tape.
- 10 Remove your prepaid R.S. UPS label(s) from this envelope. The MI-Access contractor will cover your shipping costs only if the enclosed labels are used. **If not, the District will incur the cost of shipping.**
- 11 Verify the preprinted number of boxes to be returned on the upper right-hand corner of the label(s) and correct if necessary.
- 12 Verify the return address information on the upper left-hand corner of the label and correct if necessary.
- 13 Peel off the backing and affix the label(s) to the original shipping box or boxes. Use one label for each box.
- 14 Before shipment, write down the tracking number—or make a copy of the label—and keep it in a safe, easily remembered place. (We have included a space for the tracking number on the bottom of this envelope for this purpose.) The tracking number can be found in between the two bar codes in the middle of the label.
- 15 Give the box or boxes to your regular UPS driver NO LATER THAN **APRIL 16, 2007**. If your site does not have a scheduled UPS pickup, drop the boxes off at the nearest UPS pickup site. If you do not have a UPS account, you can call for a pickup at 1-800-742-5877. You will be reimbursed for the \$10 fee that is charged for the service.

Look inside for:
• paper strips
• UPS labels
• divider sheet
• checklist

UPS Tracking Number(s): _____